

Report For Week Ending 4 September 1956
For
RECORDS CENTER

During this week the following accessions were made:

OTR	1 Cu. Ft.
MS	2 " "
OCR	13 " "
ORR	1 " "
Sub-Total:	17 Cu. Ft.
Finished Intelligence	96 " "
Total:	113 Cu. Ft.

Records Holdings	17,268 Cu. Ft.
Distribution Material Holdings	11,282 " "
Total:	28,550 Cu. Ft.

Distribution Material Disposed of at Center	15 Cu. Ft.
Distribution Material Transferred from Center	32 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

a. Reference

A list showing the number of copies of Janis Publications available has been prepared and submitted to OBI. [REDACTED] has given oral authorization to destroy all copies in excess of fifty (50) on all Janis Publications. This stock level will also apply to the other IAC Agencies. The disposal of excess copies should release a noticeable amount of shelving space.

The inventorying of the remaining publications in Supplemental Distribution files is moving along without too much difficulty. Obtaining stock levels on the various publications is saving a large amount of space and will be quite noticeable when this project is completed.

[REDACTED]
Chief, Records Center Division